

# Meat or Poultry Processing Facility Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas meat or poultry facility. In addition to license requirements by KDA, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful meat or poultry facility in Kansas.

✓	Department	Description	Renewal
	Office of the Secretary of State  <a href="http://www.kssos.org">www.kssos.org</a>	Complete the appropriate business entity <a href="#">filings and forms</a> required by the Kansas Secretary of State. Call 785-296-4564 for more information.	Prior to starting
	Department of Revenue  <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>	Visit the Department of Revenue website to find important <a href="#">business tax information</a> . Call 785-368-8222 for more information.	Prior to starting
	Department of Agriculture — Meat and Poultry Program  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	To see what forms are needed for your meat processing initiative, look to the <a href="#">Meat and Poultry Inspection Registration</a> website. For recommended building requirements, consult the <a href="#">Recommended Physical Standards for Meat and Poultry Slaughter/Processing Plants</a> . There is also a <a href="#">New Facility Handbook</a> to provide guidance for the regulatory requirements of sanitation and the design and construction of meat and poultry slaughter and processing plants. Consult the <a href="#">Meat and Poultry Program</a> website or call 785-564-6776 for more information.	Prior to January 1
	U.S. Department of Agriculture — Food Safety Inspection Service (FSIS)  <a href="http://www.fsis.usda.gov">www.fsis.usda.gov</a>	Meat or poultry products produced under federal inspection can be sold within and outside Kansas <a href="#">including international markets</a> . For requirements for federal inspection, see USDA FSIS's <a href="#">website</a> .	
	Department of Agriculture — Weights and Measures  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	No license is needed from Weights and Measures, but a meat or poultry processing facility with scales must hire a <a href="#">licensed service company</a> to test the scales once annually if the scales are utilized for any commercial transaction. Visit the <a href="#">Weights and Measures</a> website for more information, or call 785-564-6681.	Annual service
	Department of Health and Environment — Bureau of Water, Industrial Program Section  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	<a href="#">NPDES Industrial Stormwater Permit</a> is required for the operation of the facility and must be obtained prior to the start of operation. In lieu of this permit, the operator can obtain a <a href="#">No Exposure Waiver</a> if waiver requirements are met. Call 785-296-4347 for more information.  <a href="#">NPDES Construction Stormwater Permit</a> is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities contact, 785-296-5549. Any on-site water pollution control system will have to be permitted. Permit has to be issued prior to the start of construction. If wastewater will be directed to a municipal water collection and treatment system for treatment and disposal, approval for use of the municipal system along with any permits need to be secured from the municipality. Call 785-296-5547 for more information.	Prior to construction
	Department of Health and Environment — Bureau of Waste Management  <a href="http://www.kdheks.gov">www.kdheks.gov</a>	A meat processing facility is required to dispose of waste. There are several options for disposal through a solid waste processing facility, incineration (KDHE Bureau of Air) or biological decomposition (composting). If a composting facility is less than one-half acre, registering the operation with KDHE Bureau of Waste Management is all that is required. A permit is required if it is more than one-half acre. For additional information and training on composting processing wastes, contact <a href="#">KDHE Bureau of Waste Management</a> at 785-296-2751.	Annually

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	Department of Health and Environment — Bureau of Water, Public Water Supply and Geology & Well Technology Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	If the facility will not utilize a municipal public water supply or rural water supply as the source of human drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to state/federal drinking water requirements. Contact the <a href="#">KDHE Public Water Supply Section</a> at 785-296-5514. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells, serving public water supplies. Contact the <a href="#">KDHE Geology &amp; Well Technology Section</a> at 785-296-5560 for more information.	Prior to construction
	Department of Health and Environment — Bureau of Water, Municipal Program Section <a href="http://www.kdheks.gov">www.kdheks.gov</a>	If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the <a href="#">KDHE Municipal Program Section</a> at 785-296-5527 for construction and permitting requirements.	Prior to construction
	Department of Health and Environment — Bureau of Air <a href="http://www.kdheks.gov">www.kdheks.gov</a>	A permit will be required if proposing to install equipment such as a fuel combustion device (e.g., boiler, engine, fuel burning unit). Must submit <a href="#">Notification of Construction</a> form and appropriate <a href="#">Process/Equipment</a> forms, and receive permit before commencing construction or installation of the equipment. Refer to the <a href="#">Standard Construction Permit/Approval for Gasoline Dispensing Facilities</a> if applicable. or more information, review the <a href="#">KDHE Bureau of Air</a> website or call 785-296-1570.	Prior to construction
	Kansas Department of Wildlife, Parks and Tourism <a href="http://www.ksoutdoors.com">www.ksoutdoors.com</a>	Projects that involve public funds, government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an <a href="#">environmental review</a> . Call 620-672-5911 for more information.	Prior to construction

Kansas Department of Agriculture  
1320 Research Park Drive  
Manhattan, KS 66502  
Phone: (785) 564-6700  
Email: [ksag@ks.gov](mailto:ksag@ks.gov)  
Website: <http://agriculture.ks.gov>

*This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.*

# Helpful Business Development Resources

The following listed resources are provided as a service to Kansas businesses. These resources will assist business owners in obtaining useful tools for starting a Kansas business, marketing agricultural products, and developing a skilled workforce, among others.

## Kansas Department of Agriculture

Agribusiness Development, Domestic & International  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	The agribusiness development team works to grow the Kansas agriculture industry and economy by connecting people, working through regulatory requirements, as well as navigating support and incentive options for Kansas agribusinesses. The team handles both domestic and international business-related activities. For domestic questions, contact Lynne Hinrichsen, Agribusiness Development Director, at <a href="mailto:Lynne.Hinrichsen@ks.gov">Lynne.Hinrichsen@ks.gov</a> or 785-250-6429. If your business has questions on importing/exporting, contact Suzanne Ryan-Numrich, International Trade Director, at <a href="mailto:Suzanne.Numrich@ks.gov">Suzanne.Numrich@ks.gov</a> or 785-564-6704.
From the Land of Kansas Program  <a href="http://www.fromthelandofkansas.com">www.fromthelandofkansas.com</a>	<i>From the Land of Kansas</i> is a voluntary trademark program that helps promote and identify Kansas agricultural products to consumers. <a href="#">Register</a> the business for membership with <i>From the Land of Kansas</i> . For more information contact Julie Roller, From the Land of Kansas Specialist, at <a href="mailto:Julie.Roller@ks.gov">Julie.Roller@ks.gov</a> or call 785-564-6759.
Agricultural Workforce Development  <a href="http://agriculture.ks.gov">http://agriculture.ks.gov</a>	KDA's Workforce Development can connect you with secondary and post secondary resources to find skilled employees and/or assist in developing a training program to fit your needs. For more information, contact Russell Plaschka, Ag Career & Workforce Development Specialist, at <a href="mailto:Russell.Plaschka@ks.gov">Russell.Plaschka@ks.gov</a> or 620-228-1340.

## Kansas Department of Commerce

KANSASWORKS  <a href="http://www.kansasworks.com">www.kansasworks.com</a>	KANSASWORKS is a free, web-based resource connecting employers with skilled employees and training providers. Call 877-509-6757 for more information on how to utilize the KANSASWORKS services for filling your employment needs.
Rural Opportunity Zones  <a href="http://www.kansascommerce.com/">http:// www.kansascommerce.com/ /</a>	The <a href="#">Rural Opportunity Zone</a> program is a state program authorizing financial incentives to new full-time residents in Kansas. The two types of assistance include Kansas income tax waivers for up to five years, and/or student loan repayments up to \$15,000. For more information, please contact the Kansas Department of Commerce at 785-296-3481.

## Other Resources

Network Kansas  <a href="http://www.networkkansas.com/">http:// www.networkkansas.com/</a>	Network Kansas provides a central portal that connects entrepreneurs and small business owners with the appropriate resources when they are needed most. Network Kansas works with both new and existing businesses. Call 877-521-8600 for more details.
Kansas Small Business Development Center (KSBDC)  <a href="http://www.kansassbdc.net/">http://www.kansassbdc.net/</a>	The KSBDC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information. Homepage: <a href="http://www.kansassbdc.net/">http://www.kansassbdc.net/</a>
Kansas Business Center  <a href="http://www.kansas.gov/businesscenter/">http://www.kansas.gov/ businesscenter/</a>	The Kansas Business Center is a resource for information, filings and personal assistance to start or maintain a Kansas business. Call 877-521-8600 for more details.

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# Helpful Business Development Resources

## Other Resources Continued

<p>K-State Research and Extension</p> <p><a href="http://www.ksre.ks.edu">www.ksre.ks.edu</a></p>	<p>K-State Research and Extension is a statewide network of educators sharing unbiased, research-based information and expertise on issues important to Kansas. It has established local, state, regional, national and international partnerships. It is dedicated to a safe, sustainable, competitive food and fiber system and to strong, healthy communities, families, and youth through integrated research, analysis and education. For more information, please call 785-532-5820.</p>
<p>K-State Research and Extension, Kansas Value Added Foods Lab and K-State Food Science Institute, Meat Science Facility</p>	<p>The <a href="#">Kansas Value Added Foods Lab</a> offers food-related businesses, processors and entrepreneurs technical assistance and product development expertise. For the full list of services and pricing refer to the <a href="#">Fees and Information</a> (Kansas only). Call 785-532-1668 for more information, or email <a href="mailto:kvaf@ksu.edu">kvaf@ksu.edu</a>.</p> <p>The <a href="#">Meat Science Facility</a> provides meat processors and entrepreneurs an opportunity to use a state-of-the-art meat science research and teaching complex. Laboratories include the Meat Lab, the Sensory Lab, the Color Lab, the Meat Chemistry Lab, and the Post-Processing Pasteurization Lab. For more information, call 85-532-1279.</p>
<p>USDA Rural Development</p> <p><a href="http://www.rd.usda.gov">www.rd.usda.gov</a></p>	<p>USDA's Rural Development program offers loans, grants and loan guarantees to support services such as housing, economic development, health care, first responder services and equipment, water, electric and communications infrastructure.</p>
<p>USDA New Farmers</p> <p><a href="http://newfarmers.usda.gov">newfarmers.usda.gov</a></p>	<p>USDA's New Farmers program assists farmers in finding resources customized to their specific type of farm. Subcategories are focused on young and beginning farmers, women in agriculture, youth and veterans.</p>

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